

**BY ORDER OF THE COMMANDER  
TINKER AIR FORCE BASE**

**TINKER AIR FORCE BASE INSTRUCTION  
33-101**



**15 JULY 2015**

**Communications**

***PUBLIC ADDRESS SOUND SYSTEM/  
AUDIOVISUAL PRESENTATION SUPPORT***

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This instruction provides procedures for requesting Public Address (PA) Sound System and Audiovisual (AV) presentation (including DVD, and LCD projection) support from the 72d Air Base Wing Communications Directorate. It is applicable to OC-ALC, all major staff offices and associate organizations at Tinker AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF IMT 847, *Recommendation for Change of Publication*; route AF IMT 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123 (will convert to AFMAN 33-363), *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>

***SUMMARY OF CHANGES***

This revision changes support, request lead time, and funding requirements and procedures. The Tinker AFB Form 505 has been updated to reflect current equipment.

**1. Objectives**

1.1. Identify methods to obtain PA sounds system/AV presentation support for official functions such as retirements, military awards, press conferences, VIP visits, and change of command ceremonies.

- 1.2. Identify personnel/offices supported without unit funding.
- 1.3. Set up uniform, definite procedures to request PA sound system/AV presentation support.
- 1.4. Establish funding authorization with 72 ABW/SC and requesting organization's Resource Advisors.

## **2. Responsibilities**

2.1. The 72 ABW/SCOIP Contracting Officer's Representative (COR) or designated representative will:

2.1.1. Consider requests for PA sound system/AV presentation support on a case-by-case basis depending on the availability of equipment/manpower, funding requirements, and contractual limitations. Send "Public Address Support Funding Worksheet" and Over and Above notices as required.

2.1.2. Approve requests for included support functions based on the following criteria:

2.1.2.1. Request is in direct support of personnel listed on the Tinker Order of Precedence list.

2.1.2.2. Request does not exceed the maximum of 15 events per month as part of the basic contract.

2.1.2.3. Request falls during normal duty hours Monday through Friday, 0730-1630. Other requests require Over and Above (see para 2.1.4)

2.1.3. Approve requests for other functions (requests not in support of personnel listed on the Tinker Order of Precedence list) based on the following criteria:

2.1.3.1. Request falls during normal duty hours Monday through Friday, 0730-1630. Other requests require Over and Above (see para 2.1.4).

2.1.3.2. Customer Resource Advisor has approved and returned the "Public Address Funding Worksheet" (sent by 72 ABW/SCOIP COR) and sent a MIPR/MORD to 72 ABW/SCXX organizational email box 72 ABW/SC Financial or [72.ABW.SC.Financial@us.af.mil](mailto:72.ABW.SC.Financial@us.af.mil) .

2.1.4. Approve requests for functions requiring Over and Above (any request that does not fall into the above guidelines) based on the following criteria:

2.1.4.1. Request falls or extends outside normal duty hours Monday through Friday, 0730-1630 or is in excess of the included 15 events per month.

2.1.4.2. Customer Resource Advisor has approved and returned the "Public Address Funding Worksheet" and sent a MIPR/MORD to 72 ABW/SCXX organizational email box 72 ABW/SC Financial or [72.ABW.SC.Financial@us.af.mil](mailto:72.ABW.SC.Financial@us.af.mil).

2.1.5. Approve requests for functions requiring equipment checkout based on the following criteria:

2.1.5.1. Request is for an official government function.

2.1.5.2. Equipment is available for the date requested.

2.2. The contractor will provide the following support:

2.2.1. Provide sound equipment and handle the setup and tear down for approved requests. Practice sessions for large events will be attended depending upon the current workload of the PA work center.

2.2.2. Provide equipment checkout and training for two types of portable PA systems:

2.2.2.1. A portable PA amplifier and two speakers suitable for small, indoor groups (150 people or less). The speakers and microphones are individual components and should be requested individually if required.

2.2.2.2. Larger portable systems are available for medium sized outdoor groups (150 people to 600 people). The speakers, microphone, and amplifier are individual components and should be requested individually if required.

2.3. The requester will:

2.3.1. Submit Tinker AFB Form 505, **Request for Public Address Support** at least 10 working days in advance of date support is required. Instructions for submission are listed on the form. This form (identified as Tinker AFB Form 505) is available through AF e-Publishing <http://www.e-publishing.af.mil/>.

2.3.2. If request falls outside of included support or extends outside normal work hours or on weekends, a funding requirement will be routed from the contractor through the COR to the customer/requester.

2.3.3. If equipment is checked out the requester must complete and sign an AF Form 1297, **Temporary Issue Receipt**. Requester is then responsible for safeguarding the equipment, set-up, operation, and take-down/return of equipment to the contractor. Any lost, damaged, or stolen equipment will be replaced by the requester.

### 3. Procedures

3.1. Tinker AFB organizations will submit Tinker AFB Form 505 detailing PA sound system/AV presentation support required. Contact phone numbers are on the form. Requester will complete all blocks. Incomplete forms will delay processing.

### 4. Support Capability

4.1. PA support requires close coordination between requesting organizations, 72 ABW/SCOIP CORs, and the contractor. Equipment resources are available to satisfy most requirements. However, short notice requirements and conflicting events tend to degrade support capability, and will be handled on a case-by-case basis. Items available include: LCD projectors, DVD/CD/VCR, portable projection screens, portable sound systems including amplifier, speakers with stands, wired and wireless microphones, and stands.

### 5. Other Available Systems

5.1. Tinker Base Auditorium: Two types of systems are available. One configured and setup by the contractors or a smaller portable system for sign out and setup by the customer; both are suitable for large groups, commander's calls, briefings, etc. Use of the Tinker Auditorium must be coordinated with 72 FSS/CCA, 734-3566. Requests for support in the Tinker Auditorium will be submitted according to paragraph 2.3

5.2. The Tinker Club ballroom has permanently installed PA and video systems suitable for most requirements. Use of the PA and video system must be coordinated with the Tinker Club manager when making reservations to use the facilities. PA or video support by the contractor in the ballrooms is limited to operating the Club provided equipment. Contractor support is only available when the club cannot support the requirement or it cannot be supported by the requesting organization. Normal request procedures (paragraph 2.3) will be followed, and requests will be evaluated according to criteria in paragraph 2.1

STEPHANIE P. WILSON, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

None

***Prescribed Forms***

TinkerAFB Form 505, *Request for Public Address Support*

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

AF Form 1297, *Temporary Issue Receipt*

***Abbreviations and Acronyms***

None

## Attachment 2

## SAMPLE TINKER AFB FORM 505

## A2.1. Sample Tinker AFB Form 505, Request for Public Address Support

REQUEST FOR PUBLIC ADDRESS SUPPORT					
<small>ALL BLOCKS MUST BE COMPLETED OR REQUEST WILL BE DELAYED            REQUESTING ORGANIZATION WILL COMPLETE PART I AND SUBMIT ORIGINAL TO 72 ABW/SCOIP 15 WORKING DAYS PRIOR TO THE REQUIRED DATE            REQUESTING ORGANIZATION WILL FAX ORIGINAL REQUEST TO 734-6503 OR e-mail electronically signed form to 72ABW.SCOIP.PA@tinker.af.mil            REQUESTING ORGANIZATION WILL BE NOTIFIED BY TELEPHONE OR EMAIL OF APPROVAL/DISAPPROVAL            FOR ASSISTANCE CONTACT PUBLIC ADDRESS 734-6559, OR 72 ABW/SCOIP QAP 734-0069</small>					
I. SUPPORT REQUIREMENTS					
TO <b>72 ABW/SCOIP/Bldg 1100</b>		FROM (ORGANIZATION/OFFICE SYMBOL) <b>ORGANIZATION SUPPORTED</b>		DATE OF REQUEST <b>30 Jan 2015</b>	
POINT OF CONTACT (Primary) <b>John Sautfy</b>		GRADE /RANK <b>SrA</b>		DUTY/CELL PHONE <b>734-1110</b>	
POINT OF CONTACT (Alternate) <b>Jane Doe</b>		GRADE /RANK <b>GS-9</b>		DUTY/CELL PHONE <b>734-0111</b>	
DATE OF FUNCTION (S) <b>10 Jul 2015</b>	START TIME Function Start time	STOP TIME Function End time	EXACT LOCATION (ATT DETAILED SKETCH, IF NECESSARY) <b>Tinker Auditorium</b>		<input checked="" type="checkbox"/> INDOOR <input type="checkbox"/> OUTDOOR
WIRED MICROPHONES How Many?		WIRELESS MIKE (Indicate Lapel or Hand Held) How Many?		AC POWER AVAILABLE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
ANTICIPATED ATTENDANCE <b>300</b>	APPROX SIZE OF AREA <b>Tinker Auditorium</b>	MEALS SUPPLIED <b>No</b>	TECHNICIAN REQUIRED DURING EVENT <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
MUSIC REQUIRED <input checked="" type="checkbox"/> National Anthem <input type="checkbox"/> AF Song <input type="checkbox"/> Taps <input type="checkbox"/> Other (Remarks) <input type="checkbox"/> None			OFFICIAL GOVT BUSINESS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		
SUPPORT REQUIRED OUTSIDE REGULAR DUTY HOURS YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			DATE/TIME OF PRACTICE (IF REQUIRED)		
IF TECHNICAL SUPPORT IS REQUIRED DURING NON DUTY HOURS ADDITIONAL FUNDING MAY BE REQUIRED			Rehearsal Date Time		
ADDITIONAL EQUIPMENT REQUESTED AND QUANTITY					
<input type="checkbox"/> VCR/DVD		<input checked="" type="checkbox"/> VIEW SCREEN			
<input checked="" type="checkbox"/> LCD PROJECTOR		<input type="checkbox"/> CD PLAYER			
TYPE OF FUNCTION: <b>72 ABW Commander's Call</b>					
REMARKS (Identify in detail support required, List DVCs) Need wireless lapel mic for Commander Need 2 wireless handheld mics for audience questions Need wired mic on podium VIP's Directly Supported: 72 ABW/OC, 72 ABW/CCC					
TYPED NAME AND ORGANIZATION OF REQUESTER			SIGNATURE  <a href="#">Click to sign</a>		
II. APPROVAL ACTION					
<input type="checkbox"/> APPROVAL <input type="checkbox"/> DISAPPROVAL <input type="checkbox"/> COORDINATED					
REMARKS					
<div style="border: 1px solid black; height: 40px;"></div>					
TYPED NAME AND GRADE OF APPROVING OFFICIAL		SIGNATURE  <a href="#">Click to sign</a>		DATE	